

Policy and Procedure for Grievance under the Americans with Disabilities Act

The City of Redmond is committed to providing equal access in its programs, services, and activities for persons with disabilities. This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Redmond. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Coordinator:

Patrick S. Koenig
Human Resources
Redmond City Hall
15670 NE 85th Street, Third Floor North
Redmond, Washington 98052
PO Box 97010 Mail Stop: 3NHR
Redmond, Washington 98073-9710

Email: pkoenig@redmond.gov 425-556-2178/ Fax 425-556-2129

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City and offer options for substantive resolution of the complaint if warranted.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Mayor or his/her designee. Within 15 calendar days after receipt of the appeal, the Mayor or his/her designee will meet with the complainant to

Page 1 of 2 Form: ADA 3/rev 02-27-2014

Attachment C

discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the Mayor or his/her designee, and responses from these two offices will be retained by the City for three years, or the period prescribed by the city's required retention schedule – whichever is greater.



Page 2 of 2 Form: ADA 3/rev 02-27-2014